

7 July 2006

Child Development Center  
370 Fenwick Rd.  
Ft. Monroe, VA 23651

Memorandum for: Debbie Mansfield, USDA  
Subject: Response to Administrative Review

Dear Ms. Mansfield

We appreciate the advice offered during Ms. Goins' administrative review. After speaking with her we immediately implemented the following corrective actions:

1. The Income Eligibility Forms are being double checked for accuracy. Special attention is given to forms in the free and reduced categories.
2. The Master Enrollment List will be generated at the end of the month rather than the beginning so that any changes in income status will be reflected on the end of month report.
3. When children appear in the free or reduced categories on the Master Enrollment List we are double checking the latest Income Eligibility Form to be sure that the classification is correct.

With these additional steps we are confident that we will be able to submit accurate claim forms to your agency.

Thank you for your assistance.

Sincerely,



Susanne C. Elsass  
Child Development Center Director



United States  
Department of  
Agriculture

**CERTIFIED MAIL- Return Receipt Requested**

Food and Nutrition  
Service

Mid-Atlantic Region

300 Corporate Blvd  
Robbinsville, NJ  
08691-1598

Ms. Susanne Elsass, CDC Director  
Ft. Monroe Child and Youth Services  
ATZG-PA-HD-21  
Building 245  
Ft. Monroe, VA 23651-6100

JUN 22 2006

Re: Agreement No. 58831

Dear Ms. Elsass:

Thank you for the courtesy and cooperation you and your staff extended to our representative, Irene Goins, during the Child and Adult Care Food Program (CACFP) administrative review and technical assistance visit to your center on March 8, 2006.

Our reviewer examined CACFP documentation such as income eligibility statements and classifications, master enrollment list, attendance records, meal count records, menus and food service cost records. We also assessed compliance with civil rights requirements and observed a meal service. The review focused on records supporting your center's reimbursement claim for January 2006. A deficiency was noted in your master enrollment list. The deficiency is described below.

**Master Enrollment List**

Three participants --Celeste Shoulders, Cataline Shoulders and Imari Rameriz--were categorized incorrectly on the master enrollment list. Celeste Shoulders and Cataline Shoulders were in the reduced category on the master list; they should have been in the paid category. The Shoulders were classified correctly on their income eligibility statements, but, the information was not correctly transferred to the Master Enrollment List. Imari Rameriz was in the free category; she should have been in the reduced category. A classification error was made on the IES so both the IES and the MEL categories were incorrect.

As a result of the above deficiencies, our reviewer verified an enrollment for January 2006 of 1 free, 9 reduced and 140 paid participants. This differs from the 2 free, 10 reduced and 138 paid reported on the January claim. However, all three corrections were made before your center submitted its February 2006 claim.

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### Corrective Action Required

- Take action to have a second person double check the classification on the IES to prevent any classification errors.
- Take action to reconcile the eligibility classification on the IES to the classification on the MEL on a monthly basis to detect and correct any discrepancies.

### Underpayment

As a result of the errors in the master enrollment list, we have recalculated your January 2006 claim and determined an under claim of \$59.83. We have processed a revised claim and have attached a copy for your records, along with copies of our calculations. This amount will be included in the next pay list run by the Child Nutrition Payment Center.

### Summary

Please submit a response to the deficiencies within sixty (60) days of your receipt of this letter. Please describe, in detail, the corrective actions taken to eliminate the problems detected.

Please do not hesitate to contact Michael Walton of the CACFP Unit at (609) 259-5094 if you have any questions regarding this letter or your CACFP operation.

Sincerely,



DEBBIE MANSFIELD, Chief  
Child and Adult Care Food Program

Enclosures: Claim calculations  
Revised claim